

JOB VACANCY

MONETA L.L.C is a financial institution specialized in money transfer and bill payment services. Incorporated and licensed by the Central Bank of Kosovo since 2004, it offers the MoneyGram money transfer services as well as bill payment for a variety of institutions. With its sister companies, it is a leading company in the region. MONETA is currently looking for an interested candidate for the position:

Chief Accountant

Duties and responsibilities:

- Ensures that the financial statements and the various reports are accurate by collecting and analyzing accounting information;
- Controls and monitors records and calculation of provisions;
- Assists in preparing the Corporate budget and conducts its implementation;
- Responsible for the main book as well as processing and reporting for fixed assets;
- Responsible for permanent monitoring of Corporate Banking accounts and reconciliation in case of discrepancies;
- Responsible for the calculation, declaration and timely payment of all types of taxes, contributions and other taxes;
- Responsible for visits or conduct of controls at the Corporation by state bodies;
- Prepares the annual financial statements and cooperates with external auditors during the audit;
- Prepares periodic reports to the CBK according to legal requirements;

Qualifications and professional skills:

- University Degree in Banking/Finance, Accounting or Similar Fields (*Postgraduate qualification is preferred*);
- Certified by SCAAK;
- Work experience of at least 3 years in accounting, finance or similar;
- Management skills and experience;
- Excellent numerical and analytical skills;
- Excellent communication skills in Albanian and English;
- Knowledge of the Serbian language is an asset.

Additional Information:

- All qualified candidates are strongly encouraged to apply using MONETA's online system in: www.monetaks.com. In addition to the application, please upload your CV and cover letter in PDF format.
- The deadline for application is **26.05.2019**.
- Please note that applications received after the deadline, will not be considered. Only short-listed candidates will be contacted.
- **Apply here:** <http://www.monetaks.com/?p=985>